

Georgia Association of Training, Employment and Supports

Board of Directors Quarterly Meeting

October 22, 2021

via Zoom

Board members present:

Dave Ward
Mike Wilson
Lynn Smith
Joel Prawucki
Myndi Kuhlmann Pryor
Larry Gluth

Other GATES Members and Guests:

Leah Pontani
Kimberleigh Moore-Willis
John McCain
Charles Hall
Caitlin Hyatt
Shawn Pursley
Dawn Randolph

I. Call to Order & Approval of Agenda

A quorum of the Board membership was established. President Ward commenced the Board of Directors Meeting at 10:03 AM with a welcome to everyone. All Board members and guests introduced themselves. A motion was made and seconded for the approval of the meeting agenda. The agenda was approved as presented.

II. Approval of Board Minutes

Dave Ward called approval of July 23, 2021, minutes. A motion was made and seconded for the approval of the minutes. The minutes were approved as presented.

III. Program Updates

Finance Committee

Mike Wilson, Treasurer, and the Finance Committee met on October 21st to review the FY21 Audit and recommended Board approval. A motion was made and seconded to approve the FY21 audit as presented. The motion passed unanimously.

Caitlin Hyatt provided an overview of the first quarter of FY22 financials (as of September 30, 2021). Year to date, GATES net income is -\$12,426, which is 52% greater than FY21 year to date revenue, but less than the FY22 budget of \$14,537.

For GISN, the year-to-date net loss of -\$9,588 is -\$12,645 less than the projected net gain of \$3,057. Additionally, the year-to-date net loss was better than the FY21 net loss of -\$12,596. The current income for the first quarter is at 30% below budget, but still higher than FY21. The GISN budget for the management fee was pro-rated during the year to increase quarterly. However, at this time ASG will not increase the management fee in January. When the budget was developed, we anticipated a monthly increase in GISN revenue and accordingly the monthly management fee was budgeted to increase in Q3 by 12% (\$18,108/month) and in Q4 by 10% (\$20,090/month). ASG will keep the management fee at the current rate of \$16,058.33/month for the remainder of the year which will reduce the annual expenses by \$18,245 or 11%. Since income is typically lower in the first six months of the year, a reevaluation of this plan will be scheduled at the close of the 2nd quarter prior to the January Board Meeting.

Caitlin Hyatt mentioned that the GATES Form 990 will be completed in the coming weeks by the CPA. After completion, a copy of the 990 will be sent to the Board electronically to review and ask any questions. Pending no concerns an online vote will occur. If there are any concerns, an emergency meeting of the GATES Board will be called to discuss prior to voting.

Nominating Committee

Lynn Smith, Chair, provided an overview of the two open positions on the Board – Director Post 1 and Director Post 5. These vacancies are to be filled until the next annual election by a majority vote of the Board of Directors. At which point, Director Post 1 will be up for nomination for the full three years, and Director Post 5 will require a nominee to fulfill the remaining two years in the term. The nominating committee recommended the following individuals to fulfill the open positions until the next annual election: Post 1: Meredith Champagne of Goodwill of Southeast Georgia and Post 5: Leah Pontani of Goodwill Industries of Middle Georgia. At which point, Director Post 1 will be up for nomination for the full three years, and Director Post 5 will require a nominee to fulfill the remaining two years in the term. Since the motion was made by a committee, no second was required. The motion passed unanimously.

Grant Application

Caitlin Hyatt provided an overview of the pilot VR program that GATES is proposing in the grant application that is due on October 31st. A few GATES members indicated they are also applying for some of the grant funds offered by the state fiscal recovery fund. A motion was made and seconded for the approval of GATES submitting the grant application. The motion passed unanimously.

Organizational Updates

GATES members took turns providing updates on GVRA contracts, internal programs for putting individuals with disabilities to work, along with supply chain and wage issues. It was suggested that each CRP develop a list of best practices for employment and referrals for discussion at the next GATES Board meeting.

Government Affairs/Legislative Update

Dawn Randolph provided an update the upcoming session in November. The purpose for the session is for redistricting, but our members are encouraged to reach out and try to arrange a meeting during that time frame (November 3 – 19). Randolph provided a review of the recent results of the FY21 Economic Impact data and indicated that the strategy for the FY22 legislative session is still forthcoming. GATES members should continue to reach out to the appropriate legislators in their districts. These should not have changed since last year.

GEPS – State Use Program Report

Shawn Pursley gave an update on GEPS service contracts. The total number of contracts for FY 22 is at 27. There are three in process, one bid lost and three expired contracts. Additionally, Pursley gave an overview of the marketing and outreach efforts for the State Use Program that are in process or forthcoming for FY22.

Nominations for SUC appointments

Shawn Pursley gave an overview of the missing appointments on the State Use Council and asked that the GATES Board and membership consider offering up a proposed appointment to one of the vacancies.

GISN Operations Update

Caitlin Hyatt gave an overview of the GISN revenue for FY22. Though revenue is at 30% of budget, break even revenue goals are created for the GISN staff team to use as a marker. These goals are listed at \$69,767/month for 1st Quarter, \$79,400/month for the 2nd Quarter, \$88,000/month for the 3rd Quarter and \$95,700/month for the 4th Quarter of FY22.

IV. New Business

Updated Accounting Policy

Caitlin Hyatt presented the updated accounting policy for check signatories which just lists the position of GATES CEO, instead of the individual in that position, and removed the ASG VP of Administration (a position no longer at ASG). The signers will remain the GATES CEO, GATES President and GATES Treasurer. A motion to approve the new policy was made and the motion passed unanimously.

V. Announcements

Change in Ownership at ASG

Caitlin Hyatt announced the recent transition of ASG ownership from CEO and President Charles Hall to existing management partners and veteran association management professionals, Caitlin Hyatt, Samantha Kilgore, and Katie Oxford. Oxford will be ASG's new Chief Executive Officer (CEO), and Hyatt and Kilgore will be the Chief Client Officer (CCO) and Chief Marketing Officer (CMO) respectively.

There being no further business to come before the Board, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,

Leigh McIntosh,
Secretary of the Board

Minutes prepared by,
Catlin Hyatt, COO, GATES